

**1 JULY 2003**

**Command Policy**



**COMPLIANCE AND STANDARDIZATION  
REQUIREMENT LIST (C&SRL)  
QUALITY ASSURANCE**

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This directory implements Air Force Policy Directive (AFPD) 90-2, *The Inspection System*, and is applicable to all Air National Guard (ANG) flying units. Compliance with this directory and its parent instruction Air National Guard Instruction (ANGI) 21-101, *Maintenance Management of Aircraft*, is mandatory. Units will supplement this publication with items developed from appropriate technical data, Air Force Occupational Safety and Health (AFOSH) Standards (STD), local operating instructions (OI), etc., to assess internal compliance. Higher Headquarters/Inspector General (HHQ/IG) may use this directory in whole or in part during evaluations and exercises.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

1.	The items listed do not constitute .....	2
Table 1.	Quality Assurance .....	2

1. The items listed do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units will use this directory in conjunction with the annual unit self-inspection. The objective is to identify deficiencies that preclude attainment of required capabilities.

**Table 1. Quality Assurance**

ITEM NO.	ITEM AND REFERENCES ( <i>All references are to ANGI 21-101 unless otherwise indicated</i> )	YES	NO	N/A
1.	Maintenance Policy Guidance			
1.1.	Does Quality Assurance (QA) act as the office of primary responsibility (OPR) for maintenance policy guidance and consolidation? (1.12. )			
1.2.	Are OI's that cross group lines coordinated and approved by the affected commanders and published as wing OI's? (1.12.)			
1.3.	Does QA coordinate the review of the OI with the office of coordinating responsibility (OCR) to ensure the instructions are technically accurate, complete and consistent with AF and ANG policy? (1.12.1.)			
1.4.	Are OI's reviewed annually? (1.12.1.)			
1.5.	Does QA ensure the appropriate safety function reviews any OI that affects munitions operations or safety; including all locally developed checklists, instructions, supplements, plans, or operating procedures relating to nuclear surety (AFI 91-101, <i>Air Force Nuclear Weapons Surety program</i> )? (1.12.2.)			
1.6.	Does the QA Superintendent review and certify local OIs and forms for accuracy, intent, and necessity? (10.6.4.)			
1.7.	Does QA act as the OPR for Group Impoundment Procedures and evaluate the need for development of a local operating instruction for impoundments? (11.4.2.)			
1.8.	Does the QA Superintendent review and approve all locally developed checklists, check sheets, forms, preprints and TO local page supplements? (10.6.4.)			
1.9.	Do squadrons submit their on and off equipment in-process inspection lists to quality assurance for consolidation, coordination, MXG/CC approval, and publication as a IPI listing? (7.7. )			
1.10.	Are IPIs reviewed annually for applicability? (7.7.)			
1.11.	Does the QA Superintendent review (annually) and publishes IPI listings? (10.6.14.)			
1.12.	Is the IPI List approved by the MXG/CC? (10.6.14.)			
2.	Quality Assurance Requirements and Responsibilities – General.			
2.1.	Does QA serve as the primary technical advisory agency to the MXG/CC for maintenance issues and assist workcenter supervisors? (10.2.1. )			

ITEM NO.	ITEM AND REFERENCES <i>(All references are to ANGI 21-101 unless otherwise indicated)</i>	YES	NO	N/A
2.2.	Has QA implemented a quality assurance program (QAP)? (10.2.2.)			
2.3.	Does QA manage the product improvement programs (PIP)? (10.2.3.)			
2.4.	Does QA manage the deficiency reporting (DR) program? (10.2.3.1.)			
2.5.	Does QA manage the Product Improvement Working Group (PIWG)? (10.2.3.2.)			
2.6.	Does QA manage the R&M working groups? (10.2.3.3.)			
2.7.	Does QA manage the technical order distribution office (TODO) program? (10.2.3.4.)			
2.8.	Does QA manage the one-time inspection (OTI) program? (10.2.3.5.)			
2.9.	Does QA manage the functional check flight (FCF) program? (10.2.3.6.)			
2.10.	Does QA manage the weight and balance (W&B) program? (10.2.3.7.)			
2.11.	Does QA manage the hot refuel program? (10.2.3.8.)			
2.12.	Does QA manage the aircraft and equipment impoundment program IAW ANGI 21-101, Chapter 11? (10.2.3.9. )			
2.13.	Does QA review aircraft aborts, in-flight emergencies (IFE), and other incidents as required using MIS or locally developed form? (10.2.4.)			
2.14.	Does QA assist PS&D with the configuration management program? (10.2.5 )			
2.15.	Does QA PS&D with the time compliance technical order (TCTO) program IAW ANGI 21-101, Chapter 15? (10.2.6.)			
2.16.	Does QA ensure a unit-chafing program is implemented by MDS as applicable? (10.2.7.)			
2.17.	Do affected workcenters assist in the development and instruction of an effective chafing program? (10.2.7. )			
2.18.	Does QA perform Sortie Generation Operation (SGO) evaluations, if applicable? (10.2.8. )			
2.19.	Does QA evaluate Flight line weapons loading procedures? (10.2.9.)			

ITEM NO.	ITEM AND REFERENCES <i>(All references are to ANGI 21-101 unless otherwise indicated)</i>	YES	NO	N/A
2.20.	Does QA use their technical expertise to assist the MXG/CC in arriving at informed decisions when coordinating with Higher Headquarters, Air Force Materiel Command (AFMC), Defense Contract Management agency (DCMA), and other outside agencies? (10.2.10. )			
2.21.	Does QA evaluate unit maintenance management procedures, including locally developed forms, publications, operating instructions, etc., for accuracy, intent, and necessity? (10.2.11.)			
2.22.	Does QA ensure evaluations of the applicable programs in chapter 18 and manage any programs as assigned by the group commander? (10.2.12. )			
2.23.	Does QA manage the JEDMICS program in accordance with ANGI 21-407? (10.2.13.)			
2.24.	Does QA have access to JEDMICS? (2.3.1.56.)			
2.25.	Has a primary and alternate POC been assigned and identified to the ANG Program Manager for coordination in accordance with ANGI 21-407? (2.3.1.56.)			
2.26.	Has QA established a QAR Program? (10.2.14.)			
2.27.	Does QA provide assistance to the safety office when investigating dropped object incidents if requested? (10.6.10. )			
2.28.	Does QA participate in a wing weapons meeting, chaired by the WWM, semi-annually with representatives from WS, Wing Safety, Munitions Element, Armament section, and the Weapons Sections to discuss and resolve any wing weapons issues, concerns or problems? (16.1.21. )			
2.29.	Does PS&D coordinate with QA on all AFTO Form 103, Aircraft/Missile Condition Data Requests? (15.1.7. )			
2.30.	Does QA, in conjunction with PS&D, manage the wing's special inspection, time change, Time Compliance Technical Order (TCTO), and configuration management programs? (15.1.10.)			
2.31.	Does QA in conjunction with the workcenter draft TO 00-25-107 requests? (15.11.2.1.1.)			
2.32.	Does QA, in conjunction with PS&D, develop procedures for routing all major maintenance requests to ensure all affected parties are informed? (15.11.2.1.2. )			
2.33.	Does the wing commander support quarterly Quality Assurance and monthly scheduling meetings ensuring maintenance issues are addressed? (2.2.5.)			

ITEM NO.	ITEM AND REFERENCES <i>(All references are to ANGI 21-101 unless otherwise indicated)</i>	YES	NO	N/A
2.34.	Does QA assist the MDSA team by providing in-depth technical expertise for deficiency analysis? (5.8.4.)			
2.35.	Does QA receive Maintenance Analysis Referral reports of completed studies? (5.8.6.19. )			
2.36.	Does QA review and approve debriefing guides? (5.11.16.)			
2.37.	Does QA participate on Data Integrity Teams as needed? (5.8.6.12. and 7.6.1.)			
2.38.	Is QA notified by MOC of mishaps involving aircraft FOD, aircraft damage, or injuries resulting from aircraft maintenance? (6.1.19.)			
2.39.	Does QA authorize use of preprinted manual aircraft forms during those times when the MIS is unavailable? (7.1.5. )			
2.40.	If job flow packages are created in the MIS, does QA alert the OPR to review the appropriate job flow package each time the governing publication changes, or at least annually? (7.1.5.)			
2.41.	Does QA work directly for the MXG/CC? (10.1.)			
2.42.	Does QA evaluate maintenance personnel and the processes they employ to determine their level of compliance with applicable technical data, safety directives, and policy guidance? (10.1.)			
2.43.	Does QA make recommendations for improving effectiveness of the maintenance effort? (10.1.)			
2.44.	Does QA serve as the single unit focal point for oversight of technical activities and product improvement initiatives? (10.1.)			
2.45.	Is aircraft/equipment condition and personnel proficiency validated through the QAP? (10.1. )			
2.46.	Do Civil service and contracted organizations use the accepted quality program outlined in their respective contract? (10.1.)			
3.	QA Training.			
3.1.	Has QA developed a local training plan to train all QA personnel to ensure uniformity in application of inspection and evaluation (I&E) techniques and philosophy? (10.3.1.)			
3.2.	Does the local training package cover such things as setting standards for (I&E) techniques to facilitate objective inspection, how to properly document inspection worksheet information, and appropriate actions to take to prevent personnel injury or equipment damage if a major finding is detected? (10.3.1. )			
3.3.	Does QA document all training on AF Forms 797 and/or utilize G081/CAMS? (10.3.2.)			

ITEM NO.	ITEM AND REFERENCES <i>(All references are to ANGI 21-101 unless otherwise indicated)</i>	YES	NO	N/A
3.4.	Do QA inspectors/augmentees complete AFI 21-112 certification before evaluating egress tasks? (10.3.3.1.)			
3.5.	Are QA inspectors familiar with to 00-25-252 before evaluating welding operations? (10.3.3.2.)			
3.6.	Do QA inspectors comply with training requirements in to 1-1-3 before evaluating open fuel cell maintenance? (10.3.3.3.)			
3.7.	Do QA evaluators that do engine runs, maintain the applicable aircraft proficiency requirements? (10.3.4.)			
4.	QA Augmentation.			
4.1.	Does QA select qualified technicians recommended by maintenance supervision to be augmentees when full time inspectors are not warranted? (10.4.)			
4.2.	Does QA maintain a listing of current QA augmentees? (10.4.)			
4.3.	Has QA, in coordination with maintenance supervision, established the duties performed by QA augmentees? (10.4. )			
4.4.	Does QA cross utilize permanently assigned QA personnel to minimize the use of augmentees? (10.4.)			
5.	Quality Assurance Superintendent Responsibilities.			
5.1.	Does the QA Superintendent act as the primary technical advisor within aircraft maintenance and make recommendations to the MXG/CC to enhance the quality of maintenance? (10.6.1.)			
5.2.	Has the QA Superintendent developed the QAP, using the QuAD database? (10.1. and 10.6.2.)			
5.3.	Does the QA Superintendent make every effort to fully use a LAN to provide all local supervisors access to QAP data? (10.6.2.)			
5.4.	Does the QA Superintendent act as group focal point to ensure appropriate actions are taken to notify the ANG/MXGMM when deficiencies are found in Air Force or ANG instructions? (10.6.3.)			
5.5.	Has the QA Superintendent designated an individual to fill the position as the Senior Inspector? (10.6.5.1.)			
5.6.	Has the QA Superintendent designated an individual to fill the position W&B program manager? (10.6.5.2.)			
5.7.	Has the QA Superintendent designated an individual to fill the position of FCF manager? (10.6.5.3.)			
5.8.	Has the QA Superintendent designated an individual to fill the position of PIM? (10.6.5.4.)			
5.9.	Has the QA Superintendent designated an individual to fill the position of TODO manager? (10.6.5.5.)			

ITEM NO.	ITEM AND REFERENCES <i>(All references are to ANGI 21-101 unless otherwise indicated)</i>	YES	NO	N/A
5.10.	Has the QA Superintendent designated an individual to fill the position of QARs, when required? (10.6.5.6.)			
5.11.	Has the QA Superintendent designated an individual to fill the position of Joint Engineering Data Management Information and Control System (JEDMICS) Manager if applicable? (10.6.5.7.)			
5.12.	Does the QA Superintendent ensure management inspections are performed? (10.6.6.)			
5.13.	Does the QA Superintendent take action to evaluate group maintenance staff functions (e.g., scheduling, training management) as well as technical activities and ensures these areas are periodically evaluated? (10.6.6.1. )			
5.14.	Does the quality assurance Superintendent ensure the group portion of the FOD prevention program is conducted IAW ANGI 21-101, Chapter 18? (10.6.8.)			
5.15.	Does the QA Superintendent oversee and implement group impoundment program IAW ANGI 21-101, Chapter 11? (10.6.9.)			
5.16.	Does the QA Superintendent ensure group maintenance actions relating to hot pit refueling are performed IAW to 00-25-172, chapter 18 of this instruction, applicable technical data, and ANG supplements? (10.6.11.)			
5.17.	Does the QA Superintendent coordinate on requests for locally designed tools or equipment? (10.6.12.)			
5.18.	Does the QA Superintendent ensure records of all approved locally designed tools and equipment, including pictures or drawings, a description of the use for each item, and the owning workcenter are maintained? (10.6.12.)			
5.19.	Does the QA Superintendent monitor the aircraft structural integrity program IAW ANGI 21-101, Chapter 18? (10.6.13. )			
5.20.	Does the QA Superintendent evaluate maintenance TO files that are kept on aircraft (G files)? (10.6.15.)			
5.21.	Does the QA Superintendent evaluate flight control maintenance? (10.6.16. )			
5.22.	Does the QA Superintendent review and submit depot level assistance requests developed IAW TO 00-25-107? (10.6.17. and 2.3.1.27.)			
5.23.	Does QA Superintendent monitor maintenance crosstells and establishes a method for distributing maintenance and safety crosstell messages within the maintenance complex? (10.6.21)			

ITEM NO.	ITEM AND REFERENCES ( <i>All references are to ANGI 21-101 unless otherwise indicated</i> )	YES	NO	N/A
5.24.	In conjunction with maintenance supervision, does QA develop key task (if used) and routine inspection listings, provide a copy of approved lists to all affected organizations? (10.6.18.)			
5.25.	Does the QA Superintendent develop standardized Acceptable Quality Levels (AQL)/standards (if used) for all tasks including key tasks and routine inspection lists? (10.6.19.)			
5.26.	Does QA ensure agenda and presentations are developed for the Quarterly QA meeting with key maintenance personnel? (10.6.20.)			
5.27.	Does the QA Superintendent monitor the Repair Enhancement program if applicable? (10.6.7.)			
5.28.	Do the QA Superintendent control and issue inspector stamps, when used, for QA Personnel? (10.6.23.)			
5.29.	Are small quantities of high use common hardware items such as bolts, nuts, screws, etc. only authorized on a very limited basis if approved by the Flight/Element supervisor and the Quality Assurance Superintendent after thorough and deliberate evaluation of the need be added to a CTK? (13.3.4.7.2. )			
5.30.	Does the QA Superintendent comply with the common responsibilities assigned to <i>Maintenance Supervision</i> in ANGI 21-101, Chapter 2, Section 2.5.? (2.5. and 10.6.)			
6.	Senior Inspector/Inspectors Responsibilities			
6.1.	Has the QA Superintendent appointed a Senior Inspector or distributed those responsibilities to individual inspectors as appropriate? (10.7. )			
6.2.	Does the inspector provide on-the-spot assistance in correcting problems? (10.7.1.)			
6.3.	Does the Senior Inspector spot-check TOs, in-use inspection work cards, checklists, job guides, and code manuals during evaluations and inspections for currency and serviceability? (10.7.2.)			
6.4.	Does the Senior Inspector assist the analysis section with investigations and studies? (10.7.3. )			
6.5.	Does the Senior Inspector initiate action when additional attention is required to resolve adverse maintenance trends or training problems? (10.7.4.)			
6.6.	Does the Senior Inspector standardize the master AFTO-series 781 forms according to TO 00-20-1? (10.7.5.)			



ITEM NO.	ITEM AND REFERENCES <i>(All references are to ANGI 21-101 unless otherwise indicated)</i>	YES	NO	N/A
6.7.	Does the QA Superintendent or Senior inspector ensure assigned 2W1X1 flight line inspectors complete load crew academic training (annually) and that both flight line and in-shop 2W1X1 inspectors complete all required explosive safety training? (10.7.6.)			
6.8.	Does QA review category II major discrepancies quarterly for trends? (10.7.7.)			
6.9.	Have procedures been established for inspectors to document completion of inspections? (10.7.8.)			
6.10.	Does QA perform inspections on ground training aircraft IAW ANGI 21-101? (10.7.9.)			
7.	QA Inspector Responsibilities			
7.1.	Do QA Inspectors perform evaluations and technical inspections in all maintenance functions, to include MOF and survival equipment, as directed by the MXG? (10.8.1. )			
7.2.	Do QA Inspectors periodically evaluate weapons loading and other maintenance actions performed during sortie generation operations? (10.8.2.)			
7.3.	Do QA Inspectors perform QA reviews of dull swords, DRs and Service Reports (SR)? (10.8.3.)			
7.4.	Do QA Inspectors evaluate forms documentation and MIS inputs? (10.8.4.)			
7.5.	Do QA Inspectors perform WRM tank build-up evaluations or inspections (in units with a tank build-up tasking)? (10.8.5.)			
7.6.	Do QA Inspectors ensure inspection and evaluation reports are loaded into the QuAD database? (10.8.6.)			
7.7.	Do QA Inspectors review and submit wing depot-level assistance requests developed IAW TO 00-25-107? (10.8.7.)			
8.	The Quality Assurance Program (QAP) – Evaluations and Reporting			
8.1.	QAP – Program Elements.			
8.1.1.	Does the QAP include methods for rating training, processes, and assessing equipment condition? (10.9.1.)			
8.1.2.	Does the QAP include major areas examined to include: personnel proficiency, maintenance process effectiveness, and equipment condition? (10.9.1.1. )			
8.1.3.	Does the QAP have a rating system that provides a method of applying objective ratings to inspections and evaluations performed by QA? (10.9.1.2. )			

ITEM NO.	ITEM AND REFERENCES <i>(All references are to ANGI 21-101 unless otherwise indicated)</i>	YES	NO	N/A
8.1.4.	Does the QAP emphasize compliance-oriented maintenance to measure how well unit is meeting or exceeding standards? (10.9.1.3.)			
8.1.5.	Does the QAP address compliance with and currency of technical orders and directives? (10.9.1.3.1. )			
8.1.6.	Does the QAP address Aircraft and equipment forms documentation? (10.9.1.3.2. )			
8.1.7.	Does the QAP address Aircraft and Equipment Inspections? (10.9.1.3.3.)			
8.1.8.	Does the QAP address general compliance and management of Safety, Environmental, and Housekeeping Programs? (10.9.1.3.4.)			
8.1.9.	Does the QAP verify training is correctly documented to ensure individuals are qualified to perform evaluated tasks? (10.9.1.3.5.)			
8.1.10.	Does the QAP address Key Task List (KTL)? (10.9.1.3.7.)			
8.1.11.	Do QA inspectors respond to KTL call-ins and perform an evaluation, but on a limited basis may waiver the inspection? (10.9.1.3.7)			
8.1.12	Does the KTL cover tasks that are complex and those affecting safety of flight, if determined necessary by the MXG/CC? (10.9.1.3.7.)			
8.1.13.	Does QA review and update the KTL list at least annually to ensure it encompasses those maintenance actions/functions that directly affect maintenance quality? (10.9.1.3.7.)			
8.1.14.	Does QA consolidate maintenance supervisors' inputs and suggested changes and obtain approval of the group commander for the Routine Inspection List (RIL)? (10.9.1.3.8.)			
8.1.15.	Do the RIL tasks remain on the routine list and not removed without the approval from the group commander? (10.9.1.3.8.)			
8.1.16.	Does the unit routine inspection list (RIL) contain the minimum list of task evaluations as listed in ANGI 21-101? (10.9.1.3.8.)			
8.1.17.	Does QA coordinate with Munitions Plans and Scheduling to ensure all required inspections are performed IAW AFI 21-201? (10.9.1.3.9.)			

ITEM NO.	ITEM AND REFERENCES <i>(All references are to ANGI 21-101 unless otherwise indicated)</i>	YES	NO	N/A
8.1.18.	Does QA, in coordination with the munitions element chief, develop quarterly standards to include Munitions accountability, Munitions storage practices and safety, Munitions inspections, Munitions material handling and test equipment, Munitions stockpile, Tactical munitions record system, Munitions infrastructure, and Munitions training? (10.9.1.3.9. through 10.9.1.3.9.8.)			
8.1.19.	Does the QAP summary include high-missed carded items from the Quality Verification Inspections (QVIs)? (10.9.1.4.)			
8.1.20.	Has QA developed an evaluation and inspection plan identifying areas, types, and numbers of inspection and evaluations that will be conducted (Evaluation and Inspection Plan)? (10.9.2.)			
8.1.21.	Do evaluation and inspection plans address the wing weapons manager and maintenance managers' areas of concern in determining inspection/evaluation priorities? (10.9.2.1. )			
8.1.22.	When developing the Evaluation and Inspection plan, does QA review, formalize, and distribute the inspection or evaluation plan? (10.9.2.3.)			
8.1.23.	When developing the Evaluation and Inspection plan, does QA review and update the plan? (10.9.2.4.)			
8.1.24.	When developing the Evaluation and Inspection plan, does QA use appropriate statistical tools and methods to assist in determining standards? (10.9.2.5. )			
8.1.25.	Does QA perform the following types of evaluations, inspections and observations support the QAP: Quality Verification Inspection (QVI), Special Inspections (SI), Management Inspection (MI), Detected Safety Violations (DSV), Technical Data Violations (TDV), Unsatisfactory Condition Reports (UCR), and when directed, Other Inspections (OI)? (10.9.3.)			
8.2	QAP - Quality Verification Inspections (QVI)			
8.2.1.	Are QVIs limited to the use of the same inspection card deck or technical data required for the job? (10.9.5.)			
8.2.2.	Does the QVI report reflect deficiencies by the individual who accomplished the task and identify specific discrepancies? (10.9.5.)			
8.2.3.	Do personnel document discrepancies in active equipment records and forms (i.e., AFTO Forms 781A, AFTO Forms 244 or AF Forms 2420, Quality Assurance Inspection Summary)? (10.9.5.)			

ITEM NO.	ITEM AND REFERENCES <i>(All references are to ANGI 21-101 unless otherwise indicated)</i>	YES	NO	N/A
8.2.4.	Does the unit use the discrepancy categories as listed or have they developed a local rating system that accurately captures evaluation results? (10.9.6.)			
8.2.5.	Are detected discrepancies discovered during the follow-up of an inspection or maintenance action, identified as Category I (CAT I)? (10.9.6.1.)			
8.2.6.	Are readily detectable discrepancies discovered during the follow-up of an inspection or maintenance action identified as a category II (cat II)? (10.9.6.2. )			
8.2.7.	Are there definitions for major and minor listed in the QAP? (10.9.6.3.)			
8.2.8.	Is a major discrepancies identified as a finding which the condition would endanger personnel, jeopardize equipment or system reliability, affect safety of flight, or warrant discontinuing the process or equipment operation? (10.9.6.3.1.)			
8.2.9.	Is a minor discrepancies identified as a finding where an unsatisfactory condition that requires repair or correction, but does not endanger personnel, affect safety of flight, jeopardize equipment reliability, or warrant discontinuing a process or equipment operation? (10.9.6.3.2. )			
8.3.	QAP - QVI Reporting			
8.3.1.	Does QA report the condition of the equipment to the owning and using workcenters? (10.9.6.4.)			
8.3.2.	Does QA provide a reference for identified major discrepancies? (10.9.6.4.)			
8.3.3.	If AQLs are established, is the rating determined by comparing the number of discrepancies with the established AQLs/standards? (10.9.6.5. )			
8.3.4.	Is a Pass rating determined by the number of discrepancies don't exceed established AQL/Standards? (10.9.6.5.1.)			
8.3.5.	Is a Fail rating assessed by inspections where a technician failed to detect a Category I major discrepancy after completing an inspection, work card, or task requirement? (10.9.6.5.2. through 10.9.5.6.2.4.)			
8.3.6.	Is a Fail rating assessed by inspections where the number of Category I minor discrepancies exceeds the established AQL/standard? (10.9.6.5.2. through 10.9.5.6.2.4. )			

ITEM NO.	ITEM AND REFERENCES ( <i>All references are to ANGI 21-101 unless otherwise indicated</i> )	YES	NO	N/A
8.3.7.	Is a Fail rating assessed by inspections where a technician failed to detect a Category II major discrepancy after completing an inspection, work card, or task requirement? (10.9.6.5.2. through 10.9.5.6.2.4.)			
8.3.8.	Is a Fail rating assessed by inspections where a technician is not signed off in training records as task proficient? (10.9.6.5.2. through 10.9.5.6.2.4.)			
8.3.9.	Are QVIs documented on the AF 2419 or in the QuAD database? (10.9.6.5.3.)			
8.3.10.	Is each QVI chargeable to the technician or supervisor who signed off/clears the “corrected by” block or “inspected by” block of the applicable maintenance form or equipment record? (10.9.6.5.3.)			
8.3.11.	When evaluating the technician who signed off the “inspected by” block, does QA evaluate only the items normally verified by signing off the “red X”? (10.9.6.5.3.)			
8.3.12.	Is only one evaluation scored for each inspection? (10.9.6.5.3.)			
8.3.13.	Are special inspections documented on the AF 2419 or the QuAD database? (10.9.7.)			
8.4.	QAP - Document File Inspections and Reporting			
8.4.1.	When performing a document file inspection, does QA review aircraft and equipment status and historical documents for at least the previous 60 days, if available (reference AFMAN 37-139, <i>Records Disposition Schedule</i> )? (10.9.7.1.)			
8.4.2.	Does the inspection of munitions historical documents include CAS-B records or AFTO Form 15, Air Munitions Serviceability and Location Record, for location, lot number and condition entries? (10.9.7.1.)			
8.4.3.	Does QA report discrepancies found in historical documents to the appropriate supervisor? (10.9.7.1.)			
8.4.4.	Does QA ensure discrepancies are not corrected unless they are of a historical nature and can be verified from other available documents? (10.9.7.1.)			
8.4.5.	Does QA rate the inspections “Pass” or “Fail” based on the findings; highlight discrepancies and identify as QA inspector found? (10.9.7.1.)			
8.4.6.	Does QA annotate AFTO Forms 244/245, in section IV/the supervisory review block? (10.9.7.1.)			
8.4.7.	Does QA report document file inspections on AF 2419, or locally developed form, or in a QuAD database? (10.9.7.1.)			

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8.5.	QAP - Management Inspection (MI)			
8.5.1.	Does the MXG/CC or QA Superintendent determine the frequency, scope, and depth of a Management Inspection? (10.9.8. )			
8.5.2.	Does QA perform management inspections to follow up on trends, conduct investigations, or conduct research to get to the root of problems? (10.9.8.)			
8.5.3.	Do MIS encompass QVI trends and other inspection data; NMC causes; aborts and trends; in-flight emergency trends; high component or system failure rates; suspected training deficiencies, and tasks outlined in aircraft dash-6 technical orders? (10.9.8.)			
8.5.4.	Does QA report MI results to the requester, and allow them latitude in exploring options prior to implementing corrective actions? (10.9.8.)			
8.6.	QAP – Safety, Technical Violations, And Condition Reports (DSV, TDV, UCR)			
8.6.1.	Does QA document events or conditions with safety implications, or technical violations not related to an inspection or evaluation, which may be considered unsafe, not in accordance with established procedures, or, in the case of equipment, unfit to operate? (10.9.9.)			
8.6.2.	Does QA document safety violation (DSV), which is an unsafe act by an individual and does the inspector stop the unsafe act immediately? (10.9.9.1.)			
8.6.3.	Does QA document technical data violation (TDV), which is an observation of any person performing maintenance without the proper technical data available, or deviating from technical data instructions? (10.9.9.2.)			
8.6.4.	Does QA document unsatisfactory condition report (UCR), which is an unsafe condition, other than a DSV, chargeable to the workcenter supervisor? (10.9.9.3.)			
8.6.5.	Is there Acceptable Quality Levels (AQL/standards) established to denote the maximum allowable number of minor findings, a KTL task, RIL task process, or product, which may be charged for the task to be deemed, rated “Pass”? (10.10.)			
8.6.6.	Has the unit developed procedures for determining minimum AQL levels (if used) delineating an “attainable” quality level? (10.10.)			
8.7.	QAP - QuAD database			
8.7.1.	Does QA capture and catalog the minimum data elements depicted into their database for trending, crosstell, and benchmarking purposes? (10.11. )			

ITEM NO.	ITEM AND REFERENCES <i>(All references are to ANGI 21-101 unless otherwise indicated)</i>	YES	NO	N/A
8.7.2.	Does QA capture assessment and trend data using the QuAD database? (10.11.)			
8.7.3.	Does QA use every effort to fully utilize Local Area Networks and provide all supervisors with real access to the database? (10.11.)			
8.7.4.	Do production personnel as well as maintenance supervision have unlimited read-only access to the QuAD database? (10.12.)			
8.8.	QAP - Trend Analysis			
8.8.1.	Does QA coordinate with MDSA to identify trends and recommend projected inspection categories to the MXG/CC quarterly for upcoming quarters? (10.9.)			
8.8.2.	Does the QA Database highlight trends and root causes in the summary? (10.12.)			
8.8.3.	Does QA review previous QA reports/evaluations to determine if inspected areas have improved or declined? (10.12.)			
8.9.	QAP Summary			
8.9.1.	Does QA publish summaries at least quarterly? (10.13.)			
8.9.2.	Is the summary compiled from inspection data, and program summaries? (10.13.)			
8.9.3.	Does the QAP summary include visual information, graphs, narratives, and quality trends identified through inspections and evaluations, discussion of common problem areas, descriptions of successful programs or initiatives? (10.13.)			
8.9.4.	Does the QAP include FCF trend analysis, WS evaluations, and W&B data? (10.13.)			
8.9.5.	Are groups encouraged to take advantage of electronic publishing and distribution? (10.13. )			
8.10.	QAP Meetings			
8.10.1.	Does QA conduct meetings quarterly to review the QAP data? (10.14)			
8.10.2.	Does QA chair meetings quarterly to review the QAP data? (10.14.)			
8.10.3.	Does the MXG/CC, Squadron/flight Commanders with maintenance responsibility, Squadron Maintenance Supervision, Wing Weapons Managers, supervisors, inspectors, and analysis attend the meetings? (10.14.)			
8.10.4.	Is the meeting used for the MXG/CC to direct problem resolution, address maintenance issues and to refine QAP direction? (10.14.)			

ITEM NO.	ITEM AND REFERENCES ( <i>All references are to ANGI 21-101 unless otherwise indicated</i> )	YES	NO	N/A
8.10.5.	Does the meeting provide cross-feed to all maintenance activities in the group through review of QA inspections, evaluations, and trends? (10.14.)			
9.	Quality Assurance <i>Programs</i>			
9.1.	<i>Programs</i> – Product Improvement Program/Manager Responsibilities			
9.1.1.	Does the PIP include the minimum programs identified by ANGI 21-101? (10.15.1. – 10.15.1.8.)			
9.1.2.	Does the PIM emphasize and promote product improvement and ensures maintenance personnel are familiar with them by circulating flyers/newsletters, visiting commanders call, maintenance orientation briefings and routine visits to the maintenance area? (10.15.2.)			
9.2.	<i>Programs</i> – Configuration Management program.			
9.2.1.	Does QA's review, submit, and track unit modification proposals being worked by ANG/MXGM, and ensure proper implementation of approved modification instructions or TCTOs? (10.18. and 1.9.)			
9.2.2.	Does QA follow procedures outlined in ANGI 21-101, for specific QA responsibilities in the TCTO process? (10.16. )			
9.2.3.	Does QA monitor compliance of TCTOs and determine evaluation coverage that is directly related to the complexity of the TCTO as well as to the criticality of the system or the component to be modified? (10.18.1.)			
9.2.4.	Does QA monitor the quality of the first job and perform kit proofing as required and report any deficiencies to appropriate agencies? (10.18.1.)			
9.2.5.	Do the respective sections review munitions and special weapons TCTOs? (10.18.1.)			
9.2.6.	Is QA the sole authority for determining applicability? (10.18.1.)			
9.2.7.	Does QA ensure command directed modifications are documented in the same manner as TCTOs. (10.18.1. )			
9.2.8.	Does QA maintain a copy of command modification instructions on file until they are formally rescinded or removed from the equipment? (10.18.2.)			
9.2.9.	Does QA participates in all TCTO planning meetings and will be notified by the performing workcenter when work is started on the first TCTO, OTI, or modification for aircraft and equipment? (10.18.3.)			



ITEM NO.	ITEM AND REFERENCES ( <i>All references are to ANGI 21-101 unless otherwise indicated</i> )	YES	NO	N/A
9.2.10.	Does QA distribute TCTO copies to performing and assisting flights or sections, supply materiel storage and distribution flight and inspection section with a suspense cover letter to supply requesting the number of items in supply, including war reserve materiel, affected by the TCTO? (15.12.1.)			
9.2.11.	Does QA perform an initial evaluation of the TCTO? (15.12.2.1.2.)			
9.2.12.	Does QA report all deficiencies in technical instructions and kit-proofing to the appropriate TCTO manager as directed by TOs 00-5-1 and 00-5-15? (15.12.2.1.3.)			
9.2.13.	Does QA provide technical support to performing flights or sections? (15.12.2.1.5. )			
9.2.14.	Is an 802 action for QA loaded into the MIS when a TCTO affects equipment weight and balance? (15.12.2.2.4.)			
9.2.15.	Does QA thoroughly review the TCTO prior to the meeting? (15.12.2.3.4.)			
9.2.16.	Does QA work to clarify all requirements during the meeting? (15.12.2.3.4.)			
9.2.17.	Does the performing workcenter notify QA prior to start of first TCTO? (15.12.2.3.8.)			
9.3.	<i>Programs - OTI Program</i>			
9.3.1.	Does QA process and manage ANG or local OTIs with the same procedures as a TCTO issued from ALC? (10.17.1.)			
9.3.2.	Are OTIs sent to all applicable organizations? (10.17.2.)			
9.3.3.	Are unit level OTIs issued with a data code consisting of an "L" alpha prefix and a six-character sequence number that identify the originating wing, year issued, and a sequence number? (10.17.1.)			
9.3.4.	Are unit level OTIs issued with the prescribed minimum elements IAW ANGI 21-101? (10.17.1.1. )			
9.3.5.	Does the Quality Assurance Superintendent determine crosstell value for OTIs to lead commands for the equipment or MDS? (10.17.2.)			
9.4.	<i>Programs - Deficiency Reporting</i>			
9.4.1.	Does the PIM/QA monitor the deficiency reporting process to ensure items are properly loaded in MIS database and are accomplished according to TO 00-35D-54? (10.15.2.1.1. )			
9.4.2.	Does the PIM/QA ensure compliance with acceptance inspection reporting requirements on aircraft returning from depot or contractor maintenance (TO 00-35D-54)? (10.15.2.1.2. )			

ITEM NO.	ITEM AND REFERENCES ( <i>All references are to ANGI 21-101 unless otherwise indicated</i> )	YES	NO	N/A
9.4.3.	Does the PIM/QA ensure procedures are followed for submitting DRs? (10.15.2.1.3.)			
9.4.4.	Does the PIM/QA ensure background information and definitive information on suspected deficiencies is submitted? (10.15.2.1.4.)			
9.4.5.	Does the PIM/QA verify each report against pertinent publications and assigns the appropriate precedence and Category? (10.15.2.1.5.)			
9.4.6.	Does the PIM/QA review the DR prior to releasing to the Air Logistics Center (ALC) or system program office (SPO) by following procedures in to 00-35d-54? (10.15.2.1.9. )			
9.4.7.	Does the PIM/QA perform exhibit-processing oversight by coordinating with ALC, base supply, and transportation to ensure proper exhibit control and handling? (10.15.2.1.9.)			
9.5.	<i>Programs - Improvement Reporting</i>			
9.5.1.	Does the PIM/QA screen report TO deficiencies for possible unit-unique contributing factors and initiate management action on unsatisfactory conditions resulting from local procedures or a lack of technical capability? (10.15.2.1.6.)			
9.5.2.	Does the PIM/QA perform or coordinate on a technical review of deficiency reports returned to the unit without an adequate response and determine whether to resubmit with additional information? (10.15.2.1.7.)			
9.5.3.	Is the AFTO Form 22, Technical Order Improvement Report and Reply used to submit corrections and improvements in TOs? (10.15.2.2.)			
9.5.4.	Does the PIM/QA use the AFTO Form 22 to investigate each to improvement report to ensure the deficiency is valid? (10.15.2.2.1.)			
9.5.5.	Does the PIM/QA insure proper evaluation was performed, forms are properly filled out and processed IAW TO 00-5-1 and ANG supplement? (10.15.2.2.1.)			
9.5.6.	Does Weapons Standardization review and approve all AFTO Form 22s for weapons loading TOs and fill in Block 9 and indicate "Approval / Disapproval" in Block 1? (10.15.2.2.1. )			
9.5.7.	Does the PIM/QA assign control numbers and forward all AFTO Forms 22 via e-mail transmission or Joint Computer-Aided Acquisition Logistics Support (JCALS) to the appropriate action agency (consult TO 00-5-1 ANG supplement)? (10.15.2.2.2.)			
9.5.8.	Does the PIM/QA maintain an AFTO Form 22 suspense file? (10.15.2.2.3.)			

ITEM NO.	ITEM AND REFERENCES ( <i>All references are to ANGI 21-101 unless otherwise indicated</i> )	YES	NO	N/A
9.5.9.	Does the PIM/QA keep the approved AFTO Forms 22 until incorporated in TOs? (10.15.2.2.3.)			
9.5.10.	Does the PIM/QA conduct a technical review of disapproved AFTO Forms 22 to determine whether to resubmit with additional information? (10.15.2.2.4.)			
9.5.11.	Does the PIM/QA evaluate for submission to technical working groups (e.g., PIWG, MDS maintainer's conferences)? (10.15.2.2.4.)			
9.5.12.	Does the PIM/QA dispose of disapproved AFTO Forms 22 according to AFMAN 37-139, <i>Records Disposition Schedule</i> ? (10.15.2.2.4.)			
9.5.13.	Is the Source, Maintenance, and Recoverability (SMR) process established for maintenance technicians to recommend routine and priority changes to SMR codes and are these changes request done on an AFTO Form 135, Source, Maintenance, and Recoverability Code Change Request? (10.15.2.3.)			
9.5.14.	Does PIM/QA process, manager, and track AFTO Forms 135 IAW TO 00-25-195? (10.15.2.3.1.)			
9.5.15.	Does the PIM/QA conduct a technical review of AFTO Forms 135 returned from depots and item managers with an unsatisfactory answer to determine whether to resubmit with additional information and evaluate for submission to technical working groups (e.g., PIWG, MDS maintainer's conferences)? (10.15.2.3.2.)			
9.5.16.	Does the PIM/QA coordinate repair evaluation meetings when approved AFTO Forms 135 affect several workcenters? (10.15.2.3.3.)			
9.6.	<i>Programs – R&amp;M as applicable.</i>			
9.6.1.	Does the PIM/QA maintain a file for all R&M deficiencies (non-quality) reported by the maintenance units, but not meeting the criteria for submission to AFMC? (10.15.2.1.8.)			
9.6.2.	Are these deficiencies tracked on a product improvement worksheet, according to AFI 21-118, <i>Improving Aerospace Equipment Reliability and Maintainability</i> for future PIWG action, if required for specific weapon systems? (10.15.2.1.8.)			
9.6.3.	Does the PIM/QA conduct R&M working group meetings with supervisors and technicians when it is determined beneficial to ensure quality inputs to technical working groups to solicit ideas to enhance product improvement? (10.15.2.4.1.)			

ITEM NO.	ITEM AND REFERENCES ( <i>All references are to ANGI 21-101 unless otherwise indicated</i> )	YES	NO	N/A
9.6.4.	Does the MXG/CC or designated representative chair R&M working group meetings? (10.15.2.4.1.)			
9.6.5.	Does the PIM/QA prepare an agenda and keep meeting minutes? (10.15.2.4.1.)			
9.6.6.	Does PIM/QA distribute technical working group (i.e., PWIG, Maintainer's Conference,) minutes and ALC corrective actions to appropriate workcenters? (10.15.2.4.2.)			
9.7.	<i>Programs - Technical Order Distribution Office - TODO</i>			
9.7.1.	Does the TODO coordinate with the appropriate QA subject matter expert for each incoming TCTO to determine applicability by aircraft serial number for aircraft TCTOs, engine serial number for engine TCTOs, and by part number or other specific criteria for commodity TCTOs? (10.16.1.1.)			
9.7.2.	Does the QA subject matter expert evaluate TCTOs, OTIs, or modifications by reviewing the technical, managerial, and documentation aspects, and reports any deficiencies? (10.16.1.1. )			
9.7.3.	Does the TODO date stamp TCTOs to reflect the date the hard copy is received? (10.16.1.2)			
9.7.4.	Are only date stamped TCTOs authorized for use? (10.16.1.2.)			
9.7.5.	Are all TCTOs received from outside agencies routed through QA for the review process? (10.16.1.2.)			
9.7.6.	Does the TODO provide copies of TCTOs to the workcenters doing the work, (supply and Hazmat, as required)? (10.16.1.3.)			
9.7.7.	Does the TODO mark these TCTOs as "working copy?" (10.16.1.3.)			
9.7.8.	Upon completion of TCTO, are all working copies destroyed? (10.16.1.3.)			
9.7.9.	Does the TODO provide a file copy of the TCTO to PS&D. (10.16.1.3.1.)			
9.7.10.	Does the TODO review Address Information Group (AIG)/Defense Message Service (DMS)? (10.16.1.4.)			
9.7.11.	Does the TODO review TO related distribution mail lists to check for inclusion and ensure receipt of interim TCTOs? (10.16.1.4.)			
9.7.12.	Does the TODO establish AIG/DMS requirements with the AIG/DMS owner as well as the local base distribution center? (10.16.1.4.)			
9.7.13.	Does QA maintain a central TO file? (10.16.2.)			

ITEM NO.	ITEM AND REFERENCES ( <i>All references are to ANGI 21-101 unless otherwise indicated</i> )	YES	NO	N/A
9.7.14.	Does the QA central TO file contain general and procedural TOs and copies of all TCTOs pertaining to the equipment owned, operated, or maintained by the wing within the aircraft maintenance organizations? (10.16.2. )			
9.7.15.	Does the TODO utilize Automated Technical Order Management System (ATOMS) for TO file maintenance to establish and maintain records for all TOs required and distributed by organization shops and offices serviced by the TODO (00-5-2)? (10.16.3.)			
9.7.16.	Do TODOs on line with Joint Computer Aided Logistic Support (JCALS) use JCALS as the primary TO management system? (10.16.4.)			
9.7.17.	Does QA ensure locally prepared technical instructions are not be used to circumvent Air Force Materiel Command's inherent responsibility for technical data (see to 00-5-1)? (10.16.5.)			
9.7.18.	Does the TODO review and manage all locally developed products IAW to 00-5-1/2 and their respective ANG supplements? (10.16.5.)			
9.7.19.	Does the TODO ensure LWCs LJGs, LPs and LCLs are reviewed for currency when source reference data changes? (10.16.5.)			
9.7.20.	Does the TODO prepare a list of all changes and revisions to indexes, TOs, inspection work cards, and checklists? (10.16.7.)			
9.7.21.	Is the list of TO changes included in the wing's weekly maintenance plan and flying schedule? (10.16.7. )			
9.7.22.	Are "immediate" action TCTOs dealt with upon receipt, and "urgent action" TCTOs, safety supplements, and interim supplements brought to the attention of supervisors within 24 hours of receipt? (10.16.7.)			
9.7.23.	Does the QA TODO inspect other maintenance TODOs/TODAs in the maintenance complex at least annually along with performing spot checks of to files? (10.16.8. )			
9.7.24.	Does the TODO evaluate and ensure whether the TODO/TODA has received the proper training? (10.16.8.)			
9.7.25.	Does the TODO use the <i>TODO and TO Account Checklist</i> provided in TO 00-5-2 as a minimum? (10.16.8. )			
9.7.26.	Does the TODO periodically spot check workcenter TO files, and follows up within 90 days when "fails" are noted? (10.16.9.)			
9.8.	<i>Programs - Air Force Repair and Enhancement Program (AFREP)</i>			

ITEM NO.	ITEM AND REFERENCES <i>(All references are to ANGI 21-101 unless otherwise indicated)</i>	YES	NO	N/A
9.8.1.	Does the PIM/QA serve as a focal point for base level repair and manufacturing capability (base self-sufficiency)? (10.15.2.3.4)			
9.8.2.	Do the PIM/QA interfaces with maintenance, supply, and the AFREP manager to support enhance base repair initiatives? (10.15.2.3.4.)			
9.8.3.	Does the PIM/QA consolidate functional area reports for each system e.g., AGE, weapons, PMEL, avionics, engines, commodities and airframe? (10.15.2.4.1. )			
9.8.4.	Does the PIM/QA prioritize proposed items for a particular system according to weighted factors in AFI 21-118? (10.15.2.4.1. )			
10.	Functional Check Flights (FCFs), Inflight Checks (IFCs) and High Speed Taxi Checks			
10.1.	Do the MXG/CC and OG/Cc have joint responsibility for the FCF program? (10.19.)			
10.2.	Does the OG, FCF Officer In Charge (OIC), and QA ensure crews are thoroughly briefed on specific FCF requirements and procedures? (10.19.)			
10.3.	Has the unit MXG/CC and OG/CC appointed specific program managers to oversee the functions of the FCF program that specifically relate to their organization? (10.19.1. )			
10.4.	Are jointly established local procedures developed and implemented on all FCFs? (10.19.1. )			
10.5.	Is the Operations Group FCF OIC FCF-qualified in a unit mission aircraft? (10.19.1.1. )			
10.6.	Is QA, in conjunction with the operations FCF OIC, held responsible for implementing an effective FCF program? (10.19.1.2. )			
10.7.	Are crewmembers required to perform duties/events directed in the FCF flight profile certified on a locally developed certification letter? (10.19.2.1. )			
10.8.	Are the numbers of FCF crews limited to four or less per squadron? (10.19.2.1. )			
10.9.	Are additional FCF checkout sortie requirements determined locally, based on the complexity of the aircraft and the qualifications/proficiency of the prospective FCF crewmember? (10.19.2.5.)			
10.10.	Are FCF pilots current? (10.19.2.6.)			
10.11.	Are Helicopter pilots designated as FCF co-pilots selected by Unit Commander? (10.19.2.9.4.)			

ITEM NO.	ITEM AND REFERENCES <i>(All references are to ANGI 21-101 unless otherwise indicated)</i>	YES	NO	N/A
10.12.	Are Helicopter pilots designated as FCF co-pilots current and qualified with a minimum of 200 hours total time and 100 hours assigned airframe time? (10.19.2.9.4.1.)			
10.13.	Have Helicopter pilots designated as FCF co-pilots completed unit FCF Training Program? (10.19.2.9.4.2.)			
10.14.	Are FCFs performed with the minimum crew necessary to perform required maintenance checks and never less than the minimum crew as stated in the applicable -1? (10.19.2.10. )			
10.15.	Does the unit not fly FCFs in conjunction with other missions or training requirements, unless waived by provisions in TO 1-1-300? (10.19.3.2.)			
10.16.	Does the unit follow weather conditions contained in TO 1-1-300 at all times unless aircraft are urgently required for operational commitments? (10.19.3.3.)			
10.17.	Does the unit conduct FCFs during daylight hours only, except for aircraft with four or more engines, unless waived by provisions specified in TO 1-1-300? (10.19.3.4. )			
10.18.	Has QA established local FCF procedures (jointly developed by maintenance and operations) for any specific local aircraft requirements (that is, configuration), administration, control, and documentation of the FCF, OCF, and high-speed taxi check programs? (10.19.3.4.1. )			
10.19.	Does QA follow aircraft -6 TO warnings and cautions restricting FCF profile at particular phases of the FCF. Local procedures for FCF profiles include the applicable -6 restrictions? (10.19.3.7.)			
10.20.	Does the unit fly FCFs for a single engine change on a two-engine aircraft if that aircraft will next fly an extended over-the-water flight, i.e., overseas deployment? (10.19.3.8.)			
10.21.	Does QA require a clean configuration whenever FCFs are flown for flight controls, fuel controls, or engine changes? (10.19.3.9.)			
10.22.	Has the unit established and published local procedures? (10.19.4.)			
10.23.	Does the unit establish and publish local FCF procedures to include, as a minimum when applicable, the following: fuel load, expanded preflight check by the aircrew, ground procedures (compass swing, taxi check), radio procedures, radar control procedures, procedures to enter test area, control bailout area, control jettison area, emergency landing base, debriefing procedures, procedures to adequately prepare, perform, and debrief ATD FCFs? (10.19.4.)			
10.24.	Does QA monitor all FCFs according to the -6 technical order, TO 1-1-300, and other pertinent directives? (10.19.5.1.)			

ITEM NO.	ITEM AND REFERENCES <i>(All references are to ANGI 21-101 unless otherwise indicated)</i>	YES	NO	N/A
10.25.	Does QA notify maintenance and operations scheduling as soon as possible when requesting FCF crews? (10.19.5.2.)			
10.26.	Does QA ensure the information file contains the minimum items required by ANGI 21-101? (10.19.5.3.)			
10.27.	Does QA ensure each FCF crew is briefed on the documentation requirements for the AFTO Form 781 series and the -6 TO FCF checklists, when applicable? (10.19.5.3.)			
10.28.	Does QA ensure an information file, may be electronic, for briefing FCF flight crews is maintained? (10.19.5.4. )			
10.29.	Does QA forward the completed FCF checklist to the appropriate PS&D for filing in the document file of the aircraft? (10.19.5.5.5.)			
10.30.	After corrective action is complete, does QA review AFTO Forms 781A for adequacy of the corrective action? (10.19.5.5.5.)			
10.31	Does QA review the AF 2400, Functional Check Flight Log or similar automated product, monthly for trends indicating problems requiring further analysis or corrective actions? (10.19.5.6.)			
10.32.	Does the automated product for tracking FCFs (if used) contain all information currently tracked on the AF 2400? (10.19.5.6.)			
10.33.	When an FCF is required on transient aircraft, does QA at the transient base serve as the focal point for coordination between the owning organization, the host operations group, and the transient alert function, as required? (10.19.6. )			
10.34.	Are air aborts due to a condition other than the one that generated the FCF is not counted as an FCF non-release, provided the original condition requiring the FCF checked good, and are new discrepancies entered on AFTO Forms 781A? (10.19.7. )			
10.35.	Has the OG/CC authorized temporary waivers to this publication, for aircrew qualification, when operational requirements dictate? (10.19.8.)			
10.36.	Has the unit established and published local procedures for operational check flights (OCF)? (10.20. )			
10.37.	Are OCFs kept to a minimum and are not used to replace -6 FCF requirements? (10.20.)			
10.38.	Are OCFs flown by experienced aircrews (not required to be an FCF qualified aircrew) and accomplished following the same maintenance criteria as FCFs? (10.20.)			



ITEM NO.	ITEM AND REFERENCES <i>(All references are to ANGI 21-101 unless otherwise indicated)</i>	YES	NO	N/A
10.39	Are inflight checks only flown when an operational check is not listed as a -6 FCF requirement and when either test equipment does not exist to perform the operational check on the ground or an in-flight operational check is required? (10.20.1. and 10.20.2.)			
10.40	Are high speed taxi checks utilized instead of FCFs with group commander authorization, when a maintenance ground operational check requires aircraft movement at higher than normal taxi speeds to operationally check completed maintenance? (10.22.)			
10.41.	Are high speed taxi checks only performed with qualified FCF aircrews? (10.22.)			
10.42.	If high speed taxi checks are performed, are aircraft forms processed through QA using FCF procedures? (10.22. )			
10.43.	Has QA developed an aircrew-briefing checklist specifically for high speed taxi checks, to include the required FCF briefing items and pertinent warning, cautions, etc.? (10.22.)			
10.44.	To minimize brake and tire wear, is aircraft configured with the minimum fuel practical to accomplish high-speed taxi checks? (10.22.1.)			
10.45.	Does QA ensure aircraft is prepared for flight and the exceptional release (ER) is signed off? (10.22.1. )			
10.46.	Does the aircrew performing high-speed taxi checks complete a take-off data card to indicate the highest speed expected to ensure sufficient stopping distance is available for existing runway conditions without exceeding normal brake energy limits? (10.22.2.)			
10.47.	For aircraft equipped with an arresting hook, taxi checks of speeds 100 knots or above is it a requirement for the hook to be lowered once the pilot begins to initiate braking action? (10.22.2.)			
10.48.	For taxi checks below 100 knots, does the pilot lower the hook if there is any doubt about stopping the aircraft within the bounds of the remaining runway? (10.22.2)			
11.	Weight And Balance (W&B) Program			
11.1.	Does QA maintain strict accounting of aircraft weight and balance for safe flight operations? (10.23. )			
11.2.	Does each unit manage a Weight and Balance program, ensuring accurate inventories of aircraft weight? (10.23.)			
11.3.	As the W&B authority, does the QA Superintendent appoint a QA individual to be the unit weight and balance program manager? (10.23. )			

ITEM NO.	ITEM AND REFERENCES <i>(All references are to ANGI 21-101 unless otherwise indicated)</i>	YES	NO	N/A
11.4.	Does the weight and balance manager ensure compliance with appropriate technical order procedures for weighing aircraft? (10.23.1.)			
11.5.	Does the W&B program manager carry out their responsibilities with assistance of W&B technicians? (10.23.1.)			
11.6.	Does the QA weight and balance technician verify scale readings and does or oversees the actual computations? (10.23.1.)			
11.7.	Does the QA weight and balance technician supervise the preparation, leveling, and weighing of the aircraft IAW TO 1-1B-50, <i>Basic Technical Order for USAF Aircraft Weight and Balance</i> ? (10.23.1.)			
11.8.	Are sufficient personnel qualified on assigned aircraft IAW TO 1-1B-50? (10.23.1.1.)			
11.9.	Are complete weight and balance inventories conducted prior to the first flight after arrival? (10.23.1.2.)			
11.10.	Are all assigned aircraft are weighed IAW applicable directives? (10.23.1.3. )			
11.11.	Does the W&B program manager ensure to keep weight and balance documents as required by TO 1-1B-50 for each assigned aircraft? (10.23.1.3.)			
11.12.	Does the W&B program manager ensure the automated weight and balance system (AWBS) is used, and keeps a back-up copy of all weight and balance documents? (10.23.1.3.)			
11.13.	Has QA written procedures for routing completed TCTO and modification information for weight and balance changes? (10.23.1.4.)			
11.14.	Does a QA W&B qualified technician inspect weight and balance documents before flight when locally accomplished modifications affect the basic aircraft weight and moment for accuracy? (10.23.1.5.)			
11.15.	Is essential weight and balance data and changes to the basic weight and moment are available for appropriate mission planning (e.g., Standard Configuration Loads, updates to supplemental handbook, etc.)? (10.23.1.6. )			
11.16.	Does the unit maintain and store W&B equipment if applicable? (10.23.1.7.)			
11.17.	Does QA and squadron Maintenance Supervisions work together in developing a W&B Preparation Checklist if the aircraft dash 5 technical orders are not comprehensive enough for the task? (10.23.1.8.)			

ITEM NO.	ITEM AND REFERENCES <i>(All references are to ANGI 21-101 unless otherwise indicated)</i>	YES	NO	N/A
11.18.	Are W&B manuals maintained for Class I and II aircraft in a central file? (10.23.1.9. )			
12.	Chafing Program			
12.1.	Has a unit chafing program been implemented at the unit level, if required? (10.24.)			
12.2.	Does QA monitor and track instances of wire, harness, and metal line/tube chafing? (10.24.)			
12.3.	Does QA randomly select 10 percent of assigned aircraft and inspect when notification is received of a potential chafing problem involving like model, lot number, or block of aircraft? (10.24.)			
12.4.	Does QA recommend initiating an OTI if the majority of the sampled aircraft show chafing, or the detected chafing is an operational safety hazard? (10.24.1. )			
12.5.	Does QA evaluate and determine if crosstells, DR's or SR's are required when chaffing is identified then submit when necessary? (10.24.2. )			
12.6.	Has QA developed local chafing inspection work cards for periodic, pre-flight, thru-flight, and basic post-flight inspections, if needed (do not duplicate dash-6 TOs)? (10.24.3.)			
12.7.	Does QA utilize a database for the purpose of tracking wire and harness-chafing problems identified through OTIs and maintenance crosstell reports? (10.24.4. )			
12.8.	Does QA consult the database before expending man-hours performing inspections? (10.24.4.)			
13.	Impoundment Procedures			
13.1.	Does the QA Superintendent oversee the group impoundment program? (11.1.)			
13.2.	Does Quality Assurance act as the OPR for group impoundment procedures? (11.4.2.)			
13.3.	Does QA evaluate the need for development of a local operating instruction for impoundments? (11.4.2.)			
13.4.	Does QA consider crosstell value of the information for up channeling to the ANG weapon system manager and lead commands if the cause of a discrepancy could potentially affect other aircraft/equipment in the fleet? (11.4.2.1. )			
14.	TOOL AND EQUIPMENT MANAGEMENT			
14.1.	Does QA coordinate on all requests for approval and use of locally designed tools or equipment that carry loads, change torque, or present potential to damage government resources? (13.6.)			

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14.2.	Is QA notified any time that an item/tool cannot be found? (13.8.1.3.)			
14.3.	Is QA notified any time during the investigation the item/tool is found and retrieved? (13.8.1.6.)			
14.4.	Is QA notified any time during the investigation the item/tool is found but is inaccessible? (13.8.1.10.)			
15.	Transfer/Acceptance Inspections:			
15.1.	Does QA, in conjunction with PS&D, develop a local checklist for aircraft and equipment transfer and acceptance inspection? (15.15.1.1.)			
15.2.	Does the checklist meet all 00-20-1 requirements, (unless waived) and, if desired, include other historical records (i.e., NDI records, Egress records, Weight and Balance records, JOAP records, Strut records, etc.)? (15.15.1.1.)			
15.3.	Does QA ensure transfer and acceptance inspection checklists are loaded to a profile JST and scheduled in MIS? (15.15.1.1.)			
15.4.	Does QA document Acceptance Inspections? (15.15.1.1.)			
15.5.	Does the owning workcenter perform acceptance inspections to determine equipment condition and adequacy of depot or contractor maintenance as prescribed by TO 00-20-1? (10.9.9.4. )			
15.6.	Does the unit perform acceptance inspections when receiving newly assigned equipment or as a result of aircraft transferring from another unit, command, or depot? (10.9.9.4.)			
15.7.	Has QA developed procedures for aircraft acceptance and transfer inspections? (10.9.9.4. )			
15.8.	Are personnel performing acceptance inspections familiar with the general work requirements and knowledgeable of the contract specifications of the work performed at depot? (10.9.9.4. )			
15.9.	Does QA review depot/contractor maintenance contract requirements (when available locally)? (10.9.9.4.1. )			
15.10.	Does QA report discrepancies found during acceptance inspections IAW to 00-35D-54? (10.9.9.4.2. )			
16.	Special Certification Roster Procedures			
16.1.	Does the QA Superintendent review and monitor special certification roster for currency, qualification and applicability? (10.6.22)			
16.2.	Does the QA Superintendent maintain a signed master copy of the SCR? (10.6.22. and 5.3.1.12.3.)			

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16.3.	Does Maintenance Supervision route recommendations for personnel to perform SCR tasks to the QA Superintendent? (18.2.4.)			
16.4.	Does the QA Superintendent forward SCR requests to the MXG/CC after review and verification? (18.2.4.)			
16.5.	Are W&B certifications tracked on the SCR? (10.23.1.10.)			
17.	Hot and Aircraft-to-Aircraft Refueling Procedures			
17.1.	Is a maintenance AFSC member from QA office, knowledgeable of hot/aircraft-to-aircraft refueling procedures, a member of the base site certification team? (18.17.3.2.3.)			
17.2.	Does QA maintain all hot pit/aircraft-to-aircraft site certification documentation and a master listing of all hot pit/aircraft-to-aircraft sites? (18.17.4. )			
17.3.	Does QA forward a new consolidated hot pit site certification listing to ANG/MXGMM anytime sites are added, changed, or deleted? (18.17.4.)			
17.4.	Does CE, QA, and the Airfield Operations maintain copies of hot refueling sites on file? (18.17.5.2.)			
17.5.	Does QA forward record copies to ANG site certification team members? (18.17.5.2.)			
18.	Self-Inspection Program			
18.1.	Is the unit self-inspection program on-going process implemented at all organizational levels? (18.21.1. )			
18.2.	Does the unit self-inspection program enable units to gauge compliance with directives and provide a method to assess established processes, identify deficiencies, and implement corrective measures? (18.21.1.)			
18.3.	Are items not in compliance with the self-inspection program categorized as “critical” or “non-critical?” (18.21.2.)			
18.4.	Does QA archive and validate results collected under the unit self-inspection program? (18.21.2.)			
18.5.	Are open “critical” items reported to the MXG/CC, tracked, and status updated quarterly until resolved? (18.21.2.)			
18.6.	Are open “Non-critical” items reported to the Squadron/flight commander, tracked, and updated quarterly until resolved? (18.21.2.)			
19.	Special Programs			

ITEM NO.	ITEM AND REFERENCES <i>(All references are to ANGI 21-101 unless otherwise indicated)</i>	YES	NO	N/A
19.1.	Does QA in coordination with the Cann Authority ensure all operational checks have been completed and determine if an operational or functional check flight is required on cannibalized aircraft? (18.5.11.1.)			
19.2.	Does QA, in accordance with Maintenance Supervision, determine the need for an FCF (if not otherwise required by the aircraft specific TO) for hanger queen aircraft? (18.6.6. )			
19.3.	Has QA established evaluation procedures to evaluate engine intake inspections? (18.9.6.)			
19.4.	Does the QA Superintendent ensure that FOD prevention is part of QA inspections? (18.23.7.2.5.)			
19.5.	Does QA ensure all aircraft sustaining FOD damage from an unknown cause are considered for impoundment? (18.23.9.1.)			
19.6.	Does QA in coordination with the Unit Engine Run Program Manager and Maintenance Training develop the engine run tests? (18.26.12.)			

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